

**CONTRACT AGREEMENT  
BETWEEN  
BOROUGH OF ALPHA  
AND**

**COUNCIL #73 AFSCME Council 73 JANUARY 1, 2012 TO DECEMBER 31, 2017**

**PREAMBLE**

This Agreement is herewith made this 23 day of June, 2015 between the Borough of Alpha, County of Warren, State of New Jersey (herein referred to as "Borough" or "Employer"), and Council #73 AFSCME (hereinafter referred to as the "Association," "Union" and/or "Employee[s]") on behalf of the employees of the Borough of Alpha belonging to the unit whom it represents, in accordance with Chapter 303, Public Laws of the State of New Jersey 1968 and Amendment thereto.

**ARTICLE 1  
RECOGNITION AND NEGOTIATING UNIT**

The appropriate negotiating unit shall consist of laborer, public works repairer and senior public works repairer of the Borough of Alpha, in the classified service, in any permanent position, whether such employees are of permanent status.

**ARTICLE 2  
VISITATION OF PREMISES**

Authorized representatives of the Union shall have the right to enter upon the premises of the Employer during working hours after notice to the Director of Public Works or the Street Department or, in his absence, Assistant Director of the Public Works or Street Department for the purpose of conducting normal duties relative to the enforcement and administration of this Agreement, so long as such visits do not interfere with work being performed or with proper service to the public.

**ARTICLE 3  
CIVIL SERVICE RULES**

The Administrative and Procedural provisions and the controls of the Civil Service Law and the Rules and Regulations promulgated thereunder by the Department of Personnel of the State of New Jersey are to be observed as they pertain to this Agreement.

**ARTICLE 4**  
**LIABILITY CLAIMS AND INDEMNIFICATION**  
**WORKMENS' COMPENSATION INSURANCE (SLI)**

All present liability and claims indemnifications as established in the Borough of Alpha will be enforced. Workers' compensation insurance coverage shall remain as is in effect at this time.

**ARTICLE 5**  
**EMPLOYER AUTOMOBILE INSURANCE**

Employer agrees to maintain in full force and effect, liability insurance as currently carried by the Borough for its employees for operation of Borough of Alpha automobiles and motor vehicles. Employer agrees to reimburse the employees for the cost of the CDL driver licenses.

**ARTICLE 6**  
**HOURS OF WORK**

The employees of the Borough of Alpha in the DPW Department, Water Department and Sewer Department will work the following hours: They will start at 7:00a.m. and work until 3:00p.m. which time includes a thirty (30) minute lunch break. Employees will be granted a fifteen (15) minute coffee break from 9:00a.m. to 9:15a.m. These rules will be strictly enforced, unless there is an emergency situation causing the break to be at a different time.

Summer Hours: Beginning May 1<sup>st</sup> of each year through September 30<sup>th</sup> hours will be 6:00a.m. – 2:00p.m. Lunch break and any/all breaks will be set by the Senior Public Works Repairer.

**ARTICLE 7**  
**TEMPORARY DISABILITY INSURANCE PLAN**

Temporary disability insurance shall be the same plan as is presently in force covering Borough employees through the State of New Jersey. (As required by law, the Borough shall provide employees with workers compensation insurance).

**ARTICLE 8**  
**WAGES AND COMPENSATION**

A. Wages for employees covered by this Agreement shall be as follows:



Laborer

Class	2012	2013	2014	2015	2016	2017
1	\$49781.00	\$49781.00	\$50776.62	\$51792.16	\$52828.01	\$53884.57
2	\$45197.00	\$45197.00	\$46100.94	\$47022.96	\$47963.42	\$48922.69
3	\$42189.00	\$42189.00	\$43032.78	\$43893.44	\$44771.31	\$45666.74
4	\$40181.00	\$40181.00	\$40984.62	\$41804.32	\$42640.41	\$43493.22

Public Works Repair

Class	2012	2013	2014	2015	2016	2017
1	\$59718.00	\$59718.00	\$60912.36	\$62130.61	\$63373.23	\$64640.10
2	\$54657.00	\$54657.00	\$55750.14	\$56865.15	\$58002.46	\$59162.10
3	\$52473.00	\$52473.00	\$53522.46	\$54592.91	\$55684.77	\$56798.47
4	\$49576.00	\$49576.00	\$50567.52	\$51578.87	\$52610.45	\$53662.66

Senior Public Works Repair

2012	2013	2014	2015	2016	2017
\$79363.00	\$79363.00	\$80950.26	\$82569.27	\$84220.66	\$85905.08

The Senior Public Works Repair person will continue overseeing, service and maintenance of the water system for the Borough. An additional increase for said reasonability is reflected in his salary as agreed on by both negotiating parties. If the Borough is required by the State of New Jersey to have on staff a full-time potable water operator, thus relieving the senior works repair person of those duties, any future senior public works repair person shall not receive the additional compensation because the additional responsibility or duties will be eliminated, and the above-stated salaries for senior public works repair person shall be decreased by \$12,000.00.

New employees or employees promoted into a higher job title will start as Class 4 and will be upgraded on a yearly basis to the next higher step, unless the employees receives an unsatisfactory rating. This rating will not be given in an arbitrary or capricious manner. Class 1 is the top rating.

B. A clothing allowance of Three-Hundred Dollars (\$300.00) per year will be paid to each employee. One-half (1/2) or One-Hundred-Fifty Dollars (\$150.00), shall be paid with the second pay of January and the other half, of One-Hundred-Fifty Dollars (\$150.00), shall be paid with the second pay of July. Proper clothing and equipment shall be worn by the employees so as to present a professional and neat appearance at all times, as directed by the DPW Director.

C. During the term of this Agreement, any new employee hired shall receive a base salary as determined by the Borough of Alpha. This salary shall not exceed the hourly rates and annual salaries as established for in this Agreement. The Borough

shall determine the amount of any increased compensation by reason of promotion or revised responsibilities.

## **ARTICLE 9 LONGEVITY**

Longevity shall be paid according to the following schedule:

<b>Years of Service</b>	<b>Dollar Amount</b>
5 years of service	Five-Hundred Dollars (\$500.00)
10 years of service	One-Thousand Dollars (\$1000.00)
15 years of service	One-Thousand-Seven-Hundred-Fifty Dollars (\$1750.00)
20 years of service	Two-Thousand-Five-Hundred Dollars (\$2500.00)
25 years of service	Three-Thousand-Five-Hundred Dollars (\$3500.00)
30 years of service	Four-Thousand-Five-Hundred Dollars (\$4500.00)

The above shall be paid on the anniversary date of only the specified year by separate check. Longevity shall be eliminated for all future employees.

## **ARTICLE 10 OVERTIME**

Members of this bargaining unit in full-time positions shall be paid time and one-half prorated on their current salary for such time as they are requested to work in excess of their normal work week. It shall be the policy of the Borough that no overtime shall be allowed for work which could be completed or accomplished during normal working hours. All employees who are required to work Christmas or New Year's Day shall receive double time for all hours worked together with their regular holiday pay.

Members of the bargaining unit who are called out shall receive time and one-half for the first four hours and double time for any hours over four. If the overtime is on a workday, once the workday begins, the pay goes back to straight time. An employee shall receive a minimum of two hours pay at time and one-half for any emergency call-out. After two hours call-out, the Borough will pay ten dollars (\$10.00) meal allowance and will pay \$10.00 meal allowance for every four hours thereafter (after the initial two hours).

On all other paid holidays that the employees are required to work they shall receive time and one-half together with their regular pay.



## **ARTICLE 11**

### **MEDICAL BENEFITS**

Employees and their immediate family members including civil union partner are provided health insurance coverage administered by the State Health Benefits Plan (*Health benefits plan changed by Council to the State Health Benefits Plan, NJ Plus on June 11, 2004 by resolutions 04-63 and 04-64*). The Borough reserves the right to change provider networks, claims agents, and insurance mechanisms (e.g. fully insured versus health insurance fund). The employees shall be required to contribute to the insurance premium(s) as required by State law or other governmental action requiring same. The complete benefit plan is on file in the CFO's office and a Summary Plan Description will be provided to all employees. The Employee Health Insurance Benefits carrier may change, upon the approval of the Governing Body of the Borough of Alpha in which coverage shall be the same or better.

Health insurance coverage for employees on a Leave of Absence or who cease Borough employment will terminate at the end of the month in which the leave begins or employment is terminated except coverage will continue for up to twelve weeks for employees on leave pursuant to the Family and Medical Leave Act and up to thirty weeks for employees on Military Leave.

Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of the Public Health Services Act provision for a period of up to eighteen months to thirty-six months. All newly hired employees and their spouses shall receive a notice of COBRA rights upon being hired. For more information on COBRA, please consult the CFO.

## **ARTICLE 12**

### **SAFETY**

The employer shall make reasonable provisions for the safety and health of employees during hours of employment. The employer shall discharge its responsibility for the development and enforcement of occupational safety and health standards to provide a safe and healthful environment. The employer will set up necessary safety and health programs for all employees covered by this Agreement and shall provide a reasonably safe and healthful place of employment for all employees.

The parties agree to cooperate in maintaining and improving safe working conditions and health protection for the employees consistent with established safety standards and in the promotion of safety, safe working habits, and good housekeeping throughout the work environment. If reasonably possible, each employee will comply with all safety rules and regulations. Safety shoes, safety goggles, rain apparel, coveralls, etc., which are deemed essential and are requested

as such the supervisor, will be provided. *Two pairs of safety shoes will continue to be provided by the Borough.*

### **ARTICLE 13**

#### **HOLIDAYS**

The paid holidays, which are recognized as holidays, for the purpose of this Agreement, are as follows:

New Year's Day  
Martin Luther King Jr. Day  
Presidents' Day  
Good Friday  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Election Day (General)  
Veterans' Day  
Thanksgiving Day  
Friday after Thanksgiving  
December 24<sup>th</sup>  
Christmas Day  
Employee Birthday

### **ARTICLE 14**

#### **VACATIONS**

Employees covered by this Agreement are eligible for vacation leaves with pay as follows:

1 working day vacation for each month of employment during the 1<sup>st</sup> year of employment;

12 working days of vacation from one through five years of service;

15 working days of vacation from six through twelve years of service;

20 working days of vacation from thirteen through twenty years of service;

25 working days of vacation for twenty-one years and up

Vacation leave is credited and advanced at the beginning of the calendar year in anticipation of continued employment for the full year and may be used on the basis and in accordance with established employer policy. Vacation allowances must be taken during the calendar year at such time as permitted or directed by the supervisor, unless the supervisor has determined that it cannot be taken because of



pressure or levels of work. Only one year's allowance of earned vacation can be carried over into the succeeding year. When an employee has earned vacation in excess of one year the supervisor shall meet with the employee and arrange for such vacation time as is possible so that the time not be lost by the employee.

Upon separation from the Borough or upon retirement an employee shall be entitled to vacation allowance for the current year, prorated upon the number of months worked in the calendar year. When a vacation allowance changes based on years of service during the calendar year, the annual allowance rate shall be computed on the basis of the number of full months.

The employer shall attempt to schedule work, insofar as possible, to preclude changes in vacation scheduling. Vacations of less than five consecutive days may be scheduled by mutual agreement between the employee and his supervisor. Twenty-four (24) hours notice must be given for a request for one vacation day. Requests for five or more vacation days must be given in writing at least two weeks prior to requested time.

If a permanent employee dies having vacation credits, a sum of money equal to the compensation figured on his salary rate at the time of his death shall be paid to his estate or to his legal representative. Employees shall not be credited with vacation time if they are on an approved leave of absence without pay for periods in multiples of one month or the major part thereof.

Two personal days will be granted per year of the employee's choosing with a minimum of twenty-four (24) hours' notice to his/her immediate supervisor or director.

## **ARTICLE 15**

### **SICK LEAVE**

Sick leave shall accumulate at the rate of one day per month in the first calendar year of service, commencing in the first month or major portion thereof, from the date of hire.

Sick leave shall accumulate year to year with one day a month credited to the employee at the beginning of each successive month and an additional day added every four months, for a total of fifteen (15) days per year.

Employees shall not be credited with sick leave days if they are on an approved leave of absence without pay for periods in multiples of one month or major part thereof.

For sick leave of three consecutive days or more a doctor's certificate will be required in order to return to work. For sick leave totaling more than five days in any one month a doctor's certificate will be required in order to return to work.

Up to two weeks accumulative sick leave shall be approved to any employee for emergency attendance upon a member of his immediate family (father, mother, spouse, child, foster child, sister, brother).

Up to two weeks accumulative sick leave shall be approved because of death in the immediate family. The Borough of Alpha may grant additional sick leave if special circumstances so require.

At the time of retirement in good standing, a full time employee shall receive credit or cash for the full value of one-half (1/2) of the earned unused sick days up to one-hundred (100) days (paid), not to exceed the maximum established by State law or action, which is currently \$15,000.00 (maximum).

Sick leave may be utilized by employees when they are unable to perform work by reason of personal illness, or illness in the immediate family, accident, or exposure to contagious disease.

In cases of illness, whether of short or long term, the employee is required to notify his superior of the reason for the absence at the earliest possible time but in no event less than his usual reporting time or other time as required or necessitated by the circumstances.

## **ARTICLE 16**

### **BEREAVEMENT RIGHTS**

An employee shall be granted bereavement leave of five days that are non-cumulative for death in the employee's family. The employee's family is defined as spouse, child, stepchild, foster child, brother, sister, mother, father, mother-in-law and father-in-law.

## **ARTICLE 17**

### **MANAGEMENT RIGHTS**

The Borough shall have the right to determine all matters concerning the management and administration of the Borough, subject to the provisions of this Agreement.

The Borough shall have the right to make such reasonable rights and regulations respecting the on-duty conduct of the member employees, not in conflict with this Agreement, as it may from time to time deem best, for the purpose of maintaining order, safety and/or efficient operations. The Borough agrees prior to the adoption of such additional rules and regulations to advise the unit of the proposed rule or regulation changes, and will afford the member of the unit the opportunity to be heard, but this shall not be applicable to existing rules and regulations.



## **ARTICLE 18**

### **PAYROLL DEDUCTION OF UNION DUES**

The Borough agrees to deduct from the salaries of bargaining unit members' dues to the Union, Council 73, AFSCME, exclusively as the majority representative for said employees. Deductions shall be made when authorized in writing to do so by each employee.

Deductions shall be made in compliance with the law each pay period and monies collected shall be transmitted to Council 73, AFSCME, 2653-A Whitehorse-Hamilton Square Road, Hamilton, NJ 08690 by the 15<sup>th</sup> of each month following collection. The employee shall indicate in writing to the proper disbursing officer of the Borough his desire to have any deductions made from his salary for the purpose of paying the employee's dues.

The Director of Council 73, ASFCME, will certify the amount of monthly membership dues in writing to the Borough. An employee may withdraw dues deductions from the Union on July 1<sup>st</sup> of each year provided however that said employee gives notice of his desire to withdraw to the Borough thirty (30) days in advance of his desire to withdraw. The filing of such notice of withdrawal shall be effective as of July 1<sup>st</sup> next succeeding the date on which notice of withdrawal is filed.

The Union shall notify the Employer of any change in dues structure thirty (30) days in advance of the requested date of such change. The change shall be reflected in payroll deductions at the earliest time after the receipt of the request.

The Union will provide the necessary dues deduction forms and will secure the signatures of its members on the forms and deliver the signed forms to the Borough. The Union shall indemnify defend and save the Borough harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of, action taken by the Borough in reliance upon salary deductions authorization cards submitted by the Union.

## **ARTICLE 19**

### **GRIEVANCE PROCEDURE**

Grievance definition: a grievance is a claim that there has been a breach, misinterpretation, or improper application of the terms of this Agreement, or a claimed violation, misinterpretation, or improper application of rules or regulations, existing policy, or order affecting the terms and conditions of the employment.

A grievance must be filed initially within ten (10) calendar days from the date of which the act which is the subject of the grievance occurred or ten (10) calendar days from the date of which the grievant should reasonably have known of its occurrence, but in no instance shall a grievance be processed if filed more than

ninety (90) calendar days from the date on which the employee should reasonably have known of its occurrence.

In the first instance, the grievant shall discuss the grievance informally with the Director of Streets. If the matter is not resolved in this manner, then the grievance shall be reduced to writing and submitted to the Director of Streets, who shall submit his answer in writing within five working days of receipt of the written grievance.

If the grievant is not satisfied with the answer of the Director of Streets, he must file the grievance with the Borough Council within five working days of the receipt of the Director's reply.

The Council shall schedule a hearing on the grievance within fifteen (15) calendar days of receipt of the grievance. At this hearing the grievant may be represented by an AFSCME Council Representative.

The Council shall render its decision on the grievance no later than thirty (30) calendar days after the close of the hearing.

If the grievant is still not satisfied with the answer of the Borough Council, the Union may move the matter to binding arbitration within fifteen (15) calendar days of receipt of the answer by the Borough Council.

The Public Employment Relations Commission shall be requested to furnish the parties with a panel of arbitrators in accordance with the prevailing rules and regulations of the Commission.

The arbitrator shall hear the grievances and render his award within thirty (30) days from the close of the hearing. The award shall be final and binding and the expenses of the arbitration, including the arbitrator's fee, will be shared equally by the Borough and the Union.

Failure to pursue the grievance within the time limits at any step shall mean that the grievance has been dropped.

## **ARTICLE 20**

### **DISCIPLINE**

Employees may be disciplined for just and proper cause in accordance to Civil Service Guidelines or Department of Personnel Guidelines. Discipline consists of official reprimand, suspension without pay, demotion or removal/termination of employment.



In any case of discipline for five days or less or official reprimand, the employee may grieve the action and the grievance shall proceed as set forth in the grievance procedure.

In case of suspension of more than five days, demotion or removal/termination, the employee must first be served with a disciplinary notice setting forth the charges and specifications.

If the employee so requests, he shall be granted a hearing on his appeal and may be represented at the hearing by an AFSCME staff representative. All such hearings shall follow the following form:

1. Reading of charges and specifications;
2. Presentation of case by the Borough;
3. Presentation of case by the appellant (employee);
4. Rebuttal by the Borough and the applicant, if necessary;
5. Summation of the case by the Borough;
6. Summation of the case by the appellant (employee);
7. Direct and cross-examination of witnesses shall be allowed. Either party may request that witnesses be sequestered.

The hearing officer shall render his decision within twenty (20) days of the close of the hearing. Said decision shall include the findings of fact, discussion of testimony and evidence, and conclusion based on findings of fact.

## **ARTICLE 21**

### **EQUIPMENT OPERATOR**

Any work that requires a public works employee to operate equipment or heavy machinery will be paid at the regular rate, unless said operation occurs during an overtime period.

An Equipment Operator working after normal work hours will receive standard overtime pay of time and one-half.

## **ARTICLE 22**

### **SUBSTITUTE SENIOR PUBLIC WORKS REPAIR PERSON**

In the absence of the senior works repair person, the substitute shall be paid the same rate of pay as the senior works repair person for such hours worked.

## **ARTICLE 23**

### **TERMS OF AGREEMENT**

The terms and effect of this Agreement shall be in force commencing January 1, 2012 and shall remain in effect and in full force through December 31, 2015. The

parties specifically agree that the years 2016 and 2017 – from January 1, 2016 to December 31, 2017 – shall only be included and take effect if the State provides the Borough with written proof that the State does not require a licensed T3 operator be employed by the Borough on a full-time basis. If the State requires the Borough to employ a licensed T3 operator (or the equivalent) full-time then this contract term shall cease at December 31, 2015 (with language and figures herein for 2016 and 2017 having no effect). It shall be automatically renewed from year to year thereafter unless either party gives written notice sixty (60) days prior to the anniversary date of its desire to modify this Agreement.

In the event that such notice is given, negotiations shall begin no later than thirty (30) days prior to the anniversary date. This Agreement shall remain in full force and be in effect during the periods of negotiations.

Copies of this Agreement when executed shall be distributed to all employees. Both parties involved if this should prove necessary shall share the cost of printing.

IN WITNESS WHEREOF the Employer and Association have caused this Agreement to be signed by their duly authorized representative as of the 23 day of June, 2015.

ATTEST: BOROUGH OF ALPHA

Edward Hanics Laurie A Barton  
Laurie Barton, RMC/Hon. Edward Hanics, Jr., Mayor

ATTEST: NEGOTIATION COMMITTEE COUNCIL 73

Charles B. Olah  
B. Charles Olah

Leo R. Pursell, Jr.  
Leo R. Pursell, Jr.